LC/NAIROBI

UNFPA PROJ. NO. RAF/84/P16
ECA/TC/POP/86/2.8(ii)

REPORT OF THE POPIN-AFRICA TRAINING SEMINAR/WORKSHOP ON METHODOLOGIES FOR INPUT/OUTPUT MECHANISMS, DOCUMENTATION AND POPULATION INFORMATION NETWORKING ADDIS ABABA, 20-31 OCTOBER 1986

TABLE OF CONTENTS

I Organization and attendance

II Opening

III The training programme: Summary of proceedings

(a) objectives

(b) participation

(c) course structure and training methodology

(d) faculty

(e) training materials, papers, etc.

(f) major discussions and suggestions

(g) evaluation

IV Closing

Annexes

1 - List of participants

2 - Timetable (revised)

3 - Evaluation questionnaire

I. Organization and attendance

1. This first training seminar/workshop on POPIN-Africa methodologies for input/output, documentation and population information networking which was organized by the POPIN-Africa Coordinating Unit took place at the Economic Commission for Africa (ECA), Addis Ababa from 20-31 October 1986.

2. Participants to the seminar/workshop came from the Institut de Formation et de Recherche Démographique (IFORDS) the Regional Institute for Population Studies (RIPS), Centre for African Family Studies (CAFS), the National Council for Population and Development (NCPD, Kenya , and, the Institute for Development Research of the University of Addis Ababa. Though invitations were also extended to the Cairo Demographic Centre (CDC), the Sahel Institute (RESADOC), the National Population Bureau of Nigeria, and the Family Guidance Association of Ethiopia, it was not possible for these centres/institutions to be represented at this training seminar/ workshop.

The list of participants is annexed to this report.

3. The time table for the two-week programme is attached as Annex II. It provides details of the activities /lectures, resource persons and lecturers,as well as the chairpersons for the different sessions.

II. Opening

4. Mr. Djamal Benzine, Officer-in-Charge of the Pan African Documentation Information System (PADIS) of the ECA formally opened the training seminar. In his remarks, he noted the close collaboration which has existed between POPIN-Africa and PADIS since the conceptualization and inauguration in 1984 of POPIN-Africa to cater to the specific information needs of the population sector. Specifically, he mentioned the collaboration in the areas of training, data base creation and management as well as the exchange of professional expertise.

5. He noted that the POPIN-Africa training seminar/workshop was intended to ensure agreement on common norms and standards regarding population information processing and dissemination. He further mentioned that POPIN-Africa was serving as a vehicle through which African policy-makers, planners and researchers could be assisted with population information resources to enable them to smoothly integrate population variables into their socio-economic policy formulation and implementation.

6. Following the opening address, Mr. Ita Ekanem, Chief of the Population Planning and Policies Section, and Mr. G. Benoit, POPIN-Africa Coordinator, respectively talked about the global population information programme (POPIN) and the origins and structure of the African population information programme (POPIN-Africa).

III. The training programme : summary of proceedings

7. As it is the intention of the Coordinating Unit to publish at a later date the proceedings of the training seminar/workshop under the heading of a Handbook for the implementation of population information centres in Africa, this section of the report with only highlight some of the major considerations and conclusions arrived at, at the seminar. The papers presented by participants as well as the formal lectures presented by resource persons, etc. will be edited and put together as part of the Handbook, for ease of reference.

(a) Objectives

The generalized objectives of the training seminar/workshop were:

(i) to review the nature, structure and functions of the network;
(ii) to develop and improve upon the knowledge and understanding of documentaiton and information skills and practices as applied to population information, and
(iii) to adopt an integrated set of action plans for the implementation of agreed-upon roles and functions as well as a system or procedures for communication and/or information exchange within the network.

9. Thus the seminar was intended to be a trainers' seminar focussing on the needs of the head documentalists of the POPIN-Africa sub-regional/sectoral participating centres (SRPCs) so as to ensure the acquisition of the necessary skills, awarenss and orientation for contemplating the problems, procedures etc. for implementing their components of the network. The seminar, as a foundation-laying gathering was also expected to give the participants the necessary backbone to enable them go back to their respective centres to set up appropriate programmes which would explore further the ideas, the problems and suggestions laid out during this first training seminar/workshop and which would enable them thus provide the necessary support to potential national participating centres, as they are identified and established.

(b) Participation

10. As already indicated, participation in the training seminar/workshop was restricted to representatives of the sub-regional participating centres (SRPCs/SPC). For representatives from national institutions (Refer to Annex I), the seminar was intended to serve as an "opener" to the tasks ahead.

11. Each participant gave a brief presentation relating to his institution's activities in the area of population information and documentation. These presentations will form part of the proceedings of the training seminar/ workshop when published.

(c) Course structure and training methodology

12. With a view to ensuring maximum participation and also to relating more closely to the job situations in the respective institutions represented at the meeting, the training programme was structured in such a way as to allow for a lot of discussion of topics and demonstration of techniques and skills. The latter was achieved generally thorugh the workshop sessions. Efforts were made to ensure that broad, abstract and theoretical goals were translated into measurable, attainable and understandable action plans and programmes. Resource persons largely introduced topics and encouraged discussions of issues connected with the actual implementation of action plans, etc. Refer to III (f) below for a summary of the major discussions.

13. Where relevant, exercises were given to the participants to be performed both during the formal sessions as well as for 'homework'. A visit to the documentation facilities at the International Livestock Centre for Africa (ILCA), Addis Ababa did not only provide the means to observe the operations of a modern documentation centre but also served as useful briefing to the participants on the ILCA/IDRC microfiche project for the collection of non-conventional materials.

(d) Faculty

14. As the timetable (Annex 2) indicates, the teaching faculty was drawn largely from PADIS, the Public Administration and Management Division (PAMMD) of the ECA, and the POPIN-Africa Coordinating Unit. PAMMD provided inputs in management and planning issues connected with the monitoring, evaluation and reporting mechanisms and resource planning for the network. The inputs of PAMMD in sensitizing the participants to issues in the planning of training programmes were very useful. Staff of PADIS and the POPIN-Africa Coordinating Unit handled substantive technical issues relating to the organization, storage, retrieval and the dissemination of population information and documentation.

(e) Training materials, papers, etc.

15. A total of twenty one (21) papers were prepared to serve as discussion papers for some of the sessions of the training seminar°workshop. The preliminary draft of the Guidelines for the bibliographic description and abstracting of population and family planning literature which was produced by the Coordinating Unit was introduced and used to demonstrate the use of the POPIN-Africa input sheet.

16. Additionally, the following reference manuals and tools published by the POPIN Coordinating Unit (New York) were distributed to the participants:

POPIN Population Multilingual Thesaurus (PMT); Guide to selecting a Classification scheme for a population information centre, and

Guide to the computerization of population documentation storage and retrieval systems

17. As indicated earlier, the papers given at the seminar are currently being edited for final compilation into the Handbook for the implementation of population information centres in Africa.

(f) Major discussions

Following are some of the major conclusions and suggestions made regarding some of the recurrent issues raised at the training seminar:

Acquisition of materials

19. - recognizing the important role that staff members, researchers, etc. could play in assisting in the acquisition of ephemera and other important materials from the countries, they are to be encouraged to collect such materials while on missions, conferences, etc. The cooperating agencies of the network are to establish the appropriate mechanisms to ensure that staff members are reimbursed for any reasonable costs incurred on behalf of the network.

Involvement in the IPPF Cooperative Information Service

20. - in view of the fact that the IPPF has national family planning affiliates in most African countries, CAFS (as the SPC for family planning information) was requested to explore the possibilities for closer collaboration in this service as a means of assisting national centres with family planning information and materials. Within the framework of POPIN-Africa therefore, CAFS was to prepare a letter which could be finalized and submitted jointly with the POPIN-Africa Coordinating Unit to the IPPF Headquarters regarding such collaboration. The representative of CAFS was to prepare and submit the necessary draft to the Coordinating Unit within three weeks.

Materials in local languages

21. - concern was expressed that there is a large volume of materials published in the form of pamphlets, newsletters and other ephemera which have potential research information value but which because they are in local dialects do not get disseminated. Ethiopia is a case study. The representative of the IDR was accordingly requested to attempt to identify and quantify the volume of such materials so that necessary steps can be taken for the translation of the relevant materials. A timeframe of six weeks was given for this initial assignment.

Theses and Dissertations

22. - the issue of the accessibility to theses and dissertations submitted to African universities and other higher institutions was discussed at considerable length. Since there is no proper means such as the 'Dissertation Abstracts' for announcing the existence of such original works in Africa, participants agreed that a formal request should be made to bodies like the Standing Conference on Library Materials in Africa (SCOLMA), Association of African Universities (AAU) and the Conference of Vice Chancellors, Presidents and Rectors of African Institutions of Higher Learning for release of at least the abstracts of theses. It was agreed that PADIS should be consulted on the matter so that ways can be found for the release and reproduction of such valuable materials.

Involvement of the mass media

23. - the seminar recognized the important role of the press and the media in the dissemination of population information in Africa. Close consultations were necessary between network members and the organs of the media (e.g. PANA) as to the best means for disseminating population information in the Region. The Coordinating Unit was to work out the modalities and have something specific to be tabled for the next Advisory Committee meeting. The SRPCs were to be advised as to these modalities in due course.

Classification schemes

24. - after considerable discussion, it was agreed that the subject categorization provided in the POPIN Population Multilingual Thesaurus (PMT) should be adopted as the standard classification scheme for potential national participating centres where these do not already have a classification scheme in operation. Where they do have, they should be encouraged to continue with whatever scheme suits their circumstances. In any case, the PMT should be used in all cases, as the tool for indexing population and family planning literature within the network.

Users' Survey

25. - in view of the urgency to conduct an appropriate users' survey to determine the facts about users upon which future POPIN-Africa services and outputs could be based, the Coordinating Unit presented a draft survey design questionnaire. It was agreed that the ESCAP survey questionnaire should be consulted and modified as appropriate for POPIN-Africa's purposes. The Coordinating Unit is to finalize the questionnaire by the end of November.

Readership Survey

26. - it was agreed that while all attempts will be made to conduct a full scale users' survey at a later date, each participating centre should seriously consider gathering information on the responsiveness of their readers to their institutions' publications. In this regard, a simple questionnaire ought to be designed and appended to such publications in order to derive readers' general attitudes to publications distributed to them.

Exchange programme

27. - participants were unanimous that the principle behind exchange programmes should be document for document and value for value or a combination of both. It was thus suggested that network members should enter into exchange arrangements with each other by putting each other's institutional materials on standing order.

Duplicate materials

28. - it was suggested that in the distribution of duplicate materials the principle of 'first come first served' should be observed in order to ensure equitable distribution. Due to the high cost of postage, provision should be made in the information centre's budget for the despatch of requested documents.

Photocopying

29. - it was agreed that the cost of photocopies should be charged to the requesting institution or centre since photocopies can constitute a major financial burden to centres with inadequate funds to service such requests on a large scale. Accordingly, it was suggested that in drawing up project proposals for the establishment of national population information centres (NPICs), adequate provision should be made to ensure that their needs for photocopying can be met. The Coordinating Unit was to study the possibilities of a coupon system to facilitate the payment (especially when foreign currency exchanges are involved) for photocopies of documents, including ephemera.

Network structure

30. - it was recommended that the proposed structure comprising (1) a Management Unit, (2) a Library/Documentation Unit, and (3) a Publications/Dissemination Unit should be adopted as a minimum package in the establishment of a population information unit. It will be essential to clearly define the professional levels of the personnel to run these units right from the outset. Though it is foreseen that at these initial stages the activities envisaged under the three units may have to be performed by only one or two persons, it was strongly recommended that these operational units have to be borne in mind as the network develops so that adequate resources and manpower can eventually be made available to run POPIN-Africa network components.

(g) Evaluation

31. In order to provide the Coordinating Unit with a feedback on the relevance and usefulness of the training seminar/workshop to expected job performance, the participants were requested to complete evaluation questionnaires. A summary of the analysis of the questionnaires revealed that :

(i) the seminar was useful since it brought network members together as a team to discuss problems relevant to their duties at the country and subregional/sectoral levels;

(ii) the discussion sessions following lectures which highlighted practical issues were very useful;

(iii) the sessions on management, monitoring and evaluation, computerization, abstracting, report writing and editing, training design and management and the simultated models of action plans were particularly useful.

32. It was recommended that training seminars of a similar nature should be held in the future to cater specifically for the topics of network planning and management, abstracting, report writing and editing. It was further suggested that the Coordinating Unit should establish a rotative programme so that these training seminars could take place at other participating centres of the network to help improve their performances and convince both policy and decision makers as well as their institutions as to the usefulness of the POPIN-Africa project.

33. A copy of the evaluation questionnaire is attached as Annex 3.

IV. Closing

The seminar was formally closed by Mr. A. Bahri, Chief, Population Division who also took the occasion to brief participants about the proceedings of the Global POPIN Advisory Committee meeting which he had attended in Beijing, China from 20-24 October 1986.

ANNEX I

POPIN-Africa Training Seminar/Workshop
on Methodologies for input/output
Mechanisms documentation and
population information networking

20-31 October 1986
Addis Ababa

LIST OF PARTICIPANTS

RIPS - Mr. R.A. Cantey, Documentalist/Assistant Librarian

IFORD - Mr. Owono Mbida, Documentalist

KAFS - Mr. T. Komba, Information Documentation Officer

NCPD - Mr. Peter Ondeiki, Senior Planning Officer, Head Research & Evaluation Division.

IDR - Mr. Tadesse Wudneh, Documentalist
A.A.
University

UNFPA PROJ. NO. RAF/84/P16
ECA/TC/POP/86/2.8(ii)
Annex II

ANNEX II

POPIN-AFRICA TRAINING SEMINAR/WORKSHOP ON METHODOLOGIES FOR INPUT/OUTPUT MECHANISMS, DOCUMENTATION AND POPULATION INFORMATION NETWORKING, ADDIS ABABA, 20-31 October 1986

T I M E T A B L E (Revised)

DAYS/ DATE	ACTIVITY/ LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
MONDAY			
20th October	Registration of participants Administrative matters		
	Opening remarks	Mr. D. Benzine, Officer-in-Charge, PADIS	Mr. Ekanem
	Overview of the African Population Information Programme within the global programme for population information (POPIN)	Mr. I.I. Ekanem, Chief, Population Planning and Policies Section, Pop. Division	Mr. Benzine
	The Population Information Network for Africa (POPIN-Africa): objectives, structure and organization	Mr. G. Benoit, Coordinator, POPIN-Africa	Mr. Ekanem
	Introduction to the training methodology, training programme, training materials and expected outputs from the training seminar/ workshop; Discussion	Ms. Petrina G. Amonoo, Documentation Specialist, POPIN-Africa and Seminar Coordinator	Mr. Ekanem

DAYS/ DATE	ACTIVITY/ LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
	Reports from participants	All participants	Mr. Benoit
TUESDAY 21st October	Acquiring population-related documents and data: present problems and possible solutions	Ms. Amonoo	Mr. Ekanem
	Putting tabs on 'ephemera' to ensure their capture: some guidelines	Ms. Amonoo	Mr. Ekanem
	Building records for documents-overview of classification schemes	Ms. Amonoo	" "
	Case study - the PMT as a scheme for organizing population-related documents	" "	" "

DAYS/ DATE	ACTIVITY/ LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
WEDNESDAY			
22nd October	The POPIN-Africa input sheet as a tool for bibliographic description	Ms. Amonoo	
	Workshop on bibliographic description - exercises in the use of the POPIN-Africa input sheet	" "	
	- Issues in standardization	Mr. Benoit	
	Population information services and outputs and identification of the end user	" "	
	Nature and scope of population information services in Africa	Ms. Amonoo	

DAYS/ DATE	ACTIVITY/LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
THURSDAY/ FRIDAY / 23/24 October (2 days)	WORKSHOP ON NETWORK PLANNING AND MANAGEMENT		
	- Towards the establishment of effective subregional and sectoral networks	Mr. Benoit	Mr. Ekanem
	- Towards the establishment of national nodes: coordination and technical support	"	"
	- Monitoring and evaluation of action plans within the network	Mr. McIntosh PAMMD	
	- Reporting within the network	"	
	- Resource planning	"	"
	- Preparation of action plans by the units of the network	Ms. Amonoo	
	- The role of the mass media in information dissemination	"	"
	- Marketing of population information and data	Mr. F. Ingani, Training Coordinator, PADIS	"
	Summary of the workshop's proceedings		A participant

DAYS/ DATE	ACTIVITY/LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
FRIDAY 24th Oct.	Observation tour to the documentation facilities and services of the International Livestock Centre for Africa (ILCA). Addis Ababa	The Librarian, Library and Documentation System, ILCA	--
MONDAY 27th Oct.	Towards the subject control of population documents - indexing	Mr. Benoit	Mr. Inganji
	Exercises in indexing using the PMT	" "	" "
	Towards the subject control of documents (contd.) abstracting	Ms. Amonoo	Mr. Benoit
	Report writing and editing - newsletters	Mr. Inganji	" "
	Information storage and retrieval-manual techniques	Ms. Amonoo	Mr. Inganji
	Information storage and retrieval-guidelines for computerization	Mr. Benoit	" "

DAYS/ DATE	ACTIVITY/ LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
TUESDAY/ 28th Oct.	1. storage and retrieval facilities of PADIS	Mr. Kebour	Mr. Benoit
	2. Visit to PADIS Computer Centre	" "	-
	- Workshop on MINISIS		-
	- Workshop on MINISIS(cont'd)	" "	
	Workshop on training design and management	Mr. J.A. Bukhala/ Mr. H. Chiwona (PAMMD)	Mr. Bukhala
	- Determination of training needs - specifying training objectives.		
	- Designing training programmes		
	- Training methods, techniques and media		
	- Evaluation of training programmes		

DAYS/ DATE	ACTIVITY/ LECTURE	RESOURCE PERSON/ PRESENTER	CHAIRPERSON
THURSDAY 30th October	Planning action programmes for implementation - collection building - bibliographical tools - storage techniques - dissemination techniques - others	Ms. Amonoo	
	Individual work by participants	Participants	
FRIDAY 31st Oct.	Presentation of simulated models of action plans for strengthening of information activities at the various levels of the network	Participants/ Resource Persons	Mr. Ekanem

Resource Persons

Mr. J.A. Bukhala, Chief, Public Administration and Management Section, PAMMD, ECA
Mr. Toga McIntosh, Public Administration and Management Section, PAMMD ECA
Mr. P.H. Chiwona, " " " " " " "
Mr. Francis Inganji, Training Coordinator, Pan African Documentation Information System (PADIS), ECA
Mr. Kebour Ghenna, Systems Development Officer, " " " " " "
Mr. Ita I. Ekanem, Chief, Population Planning and Policies Section, Population Division ECA
Mr. G.M. Benoit, Coordinator, POPIN-Africa Coordinating Unit, Population Division, ECA
Ms. P.G. Amonoo, Documentation Specialist, POPIN-Africa Coordinating Unit, Population Division, ECA (Seminar Coordinator)

ANNEX III

POPIN-Africa Training Seminar/Workshop on methodologies for input/output mechanisms, documentation and population information networking,

Addis Ababa, 20-31 October 1986

Evaluation Questionnaire

This questionnaire is administered in order to obtain your personal assessment on various aspects of the training seminar/workshop. The information provided will be useful for organizing future similar gatherings.

You are requested to complete the questionnaire in a frank and free manner, being as candid and constructive as you can.

There is no need to sign it but you may do so if you wish.

Thank you for your sincere cooperation in this matter.

Section A: Background of respondent

Q1: Have you ever attended a training seminar/workshop on population information and documentation ?

(i) Yes /__/ No. /__/

(ii) If yes, give the name, date and venue

Name: _____

_____

_____

Date: _____

Venue: _____

Section B: The Training Seminar/Workshop :

The objectives of the seminar were to

(1) review the nature, structure and functions of the network:
(2) develop and improve upon the knowledge and understanding of of documentation and information skills and practices as applied to population information.

(3) to adopt an integrated set of action plans for the implementation of agreed-upon roles and functions as well as a system or procedures for communication and/or information exchange within the network.

Q.2 In your view, was this goal achieved?

Yes /__/ Partially /__/ No /__/

Q.3. List the three levels by order of goal achievments:

First _____

Second _____

Third _____

Q.4. Did the seminar/workshop meet your own professional needs as well as those of your organization?

1 2 3 4 5
Not at all Completely

Q.5 Did the seminar/workshop

Fall short of your expectations — Exceed your expectations

1 2 3 4 5

Q.6 Was the length of seminar/workshop

(a) too long ☐

(b) about right ☐

(c) too short ☐

Q.7 Were the assignments in the seminar/workshop

(a) harder than you expected ☐

(b) about as you expected ☐

(c) less than you expected ☐

Section C: Subject matter coverage

Q8. How relevant for your work were the following seminar/workshop topics?

(a) Acquisition of population-related documents and data (including ephemera).

1 2 3 4 5

(b) Organization of population documents - classification schemes, etc.

Irrelevant — Very relevant

1 2 3 4 5

(c) Bibliographic description (POPIN-Africa input sheet)

1 2 3 4 5

(d) Issues in standardization

1 2 3 4 5

(e) Indexing

1 2 3 4 5

(f) Abstracting

1 2 3 4 5

(g) Report writing and editing

1 2 3 4 5

(h) User identification, services and outputs

1 2 3 4 5

(i) Information storage and retrieval - manual/techniques

1 2 3 4 5

(j) Information storage and retrieval - guidelines

1 2 3 4 5

(k) Network planning and management

(a) Establishment of sub-regional, sectoral and national networks

1 2 3 4 5

(b) Monitoring and evaluation including reporting mechanisms

1 2 3 4 5

(c) Preparation of action plans

1 2 3 4 5

(d) Role of the mass media in population information dissemination

1 2 3 4 5

(e) Marketting of population information and data

1 2 3 4 5

(f) PADIS computer facilities and services

1 2 3 4 5

(g) Workshop on MINISIS

1 2 3 4 5

(h) Workshop on training design and management

1 2 3 4 5

Q9 What is your view about the time allocated for lectures, discussions on lectures, workshops ?

	Lectures	Discussion	Workshops
Adequate			
Partially adequate			
Inadequate			

Q10 Which of the sessions did you understand best? (Enter the best three Nos. in the spaces given).

First _____ Second _____ Third _____

Q11 What are the reasons for your answer to Q.10 above?

(i) related to my job _____
(ii) nature of subject easily understood _____
(iii) had previous training on the subject areas _____
(iv) presentation was simple and easily understood _____
(v) other (specify)

(a)
(b)
(c)
(d)

Q12. On which topics should more time have been devoted?

_____

_____

_____

_____

Q13. Which topics should have ben given less time?

_____

_____

_____

Q14. Which topics should have been treated which were not treated at all?

_____

_____

_____

_____

Q15. Would you recommend/or not recommend the holding of similar training seminar/workshops in the future?

_____

_____

_____

_____

Q16. If yes, please indicate which topics you would prefer dealt with in detail.

_____

_____

_____

_____

Q17. How would you describe the general administrative arrangements for this seminar?

		Poor	Good	Very good
(a)	Distribution of reading materials	☐	☐	☐
(b)	Condition-lecture room	☐	☐	☐
(c)	Travel arrangements	☐	☐	☐
(d)	Other (please specify	☐	☐	☐

Section E: Additional Comments

What did you find particularly rewarding and what constructive criticism would you offer to improve this kind of seminar in the future?

_____

_____

_____

_____